

Section-03 Programs and Eligibility	P-0300300	Effective Date: 06/18/2020
Replaces TU2016-202017 Self-Sufficiency Policy dated 2/16/2017		
Martha Webb-Jones, TAWDB Chair		

Self Sufficiency Policy

The Tulsa Area Workforce Development Board (TAWDB) establishes policy regarding the criteria for self-sufficiency wages as it relates to eligibility for registrants requesting training and services under Title I of the Workforce Innovation and Opportunity Act (WIOA).

I. Purpose: The purpose of this policy is to provide guidance and establish the self-sufficiency standard for Workforce Innovation Opportunity Act (WIOA) Adults and Dislocated Workers. The information included will assist with the calculation of income levels to determine eligibility for participation in various state and federally funded programs and to prioritize services when funding is limited.

II. Definitions:

A. **Family** is defined as two or more persons related by blood, marriage, or court decree, who are living in a single residence, and are included in one or more of the following categories:

1. A married couple and dependent child(ren);
2. A parent or guardian and dependent child(ren); or
3. A married couple.

B. **Full-Time Employment** Includes people who worked 35 hours or more during the week.

C. **Part-Time Employment** According to OWDI #19-2017, change 1 entitled Adult and Dislocated Worker Programs dated June 11, 2018, the USDOL's Fair Labor Standards Act (FLSA) does not define full-time employment or part-time employment. The minimum number of hours that constitute full-time employment is generally defined by the employer but may not be less than an average of at least 30 hours per week, or 130 hours per month. Full-time employment often includes benefits not typically offered to part-time or temporary workers, such as annual leave, sick leave, and health insurance.

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities.

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D. **Underemployed** Individuals who are underemployed may include:

1. Individuals employed less than full-time who are seeking full-time employment;
2. Individuals who are employed in a position that is inadequate with respect to their skills and training;
3. Individuals who are employed who meet the definition of a low-income individual; and
4. Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

III. Self-Sufficiency: The Tulsa Area Workforce Development Board (TAWDB) has chosen to define self-sufficiency as one hundred and fifty percent (150%) of the current LLSIL, for the Adult and Dislocated Worker Programs. The self-sufficient standards shall adjust, as appropriate, as new federal and state guidance are annually released. The threshold is set at \$22.34 per hour for full-time employment (\$46,480.50) and is to be used to determine an Adult or Dislocated Worker's eligibility for career and training services.

IV. Determination: Family wage income shall be used to determine self-sufficiency. Family wage income shall be calculated before deductions (gross wage). The employed Dislocated Worker self-sufficiency shall be determined by the percentage of the lay-off wage.

A. Employed Adult Criteria

1. If the participant's family income is at or above the designated amount, as presented in this policy, they will be determined to be self-sufficient and will NOT be eligible for training services.
2. If the participant's family income does not exceed the designated amount, they will be determined to not be self-sufficient and will be eligible for training services.

B. Employed Dislocated Worker shall be defined as employment which provides the worker a wage that is equal to or greater than eighty percent (80%) of his or her wage at the time of dislocation.

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1. Compare the hourly wage at time of dislocation to the current hourly wage.
2. Compare the monthly income at time of dislocation to the current monthly income.

C. Self Sufficiency Program Notes must be recorded in Oklahoma Service Link Program Case Notes:

1. Eligibility criteria being validated (e.g., self-sufficiency);
2. Date the verification occurred;
3. Source document used; and
4. For Adult Participant's income and whether self-sufficient or not self-sufficient per policy; Or
5. For Dislocated Worker is at or below eighty percent (80%) of wage of dislocated employment.

V. Action:

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the chair of the Tulsa Area Workforce Development Board.

This policy will be effective immediately upon approval of the TAWDB membership.

Chair, Tulsa Area Workforce Development Board / Date

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